



U.S. Citizenship
and Immigration
Services

E-Verify in 30

www.dhs.gov/E-Verify

E-Verify gives me
peace of mind
about my workforce.

In just a few clicks,
E-Verify quickly confirms
an employee's eligibility
to work in the U.S.



Scan QR code or visit
www.dhs.gov/E-Verify

E-Verify

Works for everyone

Agenda

- E-Verify - The *Big* Picture
- Enrollment and Use
- Employer Responsibilities
- Features and Resources



What is E-Verify?

- **Free web-based service that's fast and easy to use**
- **Electronically verifies the employment eligibility of**
 - Newly hired employees
 - Existing employees assigned to work on a qualifying federal contract *
- **Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)**



What is E-Verify? (con't)

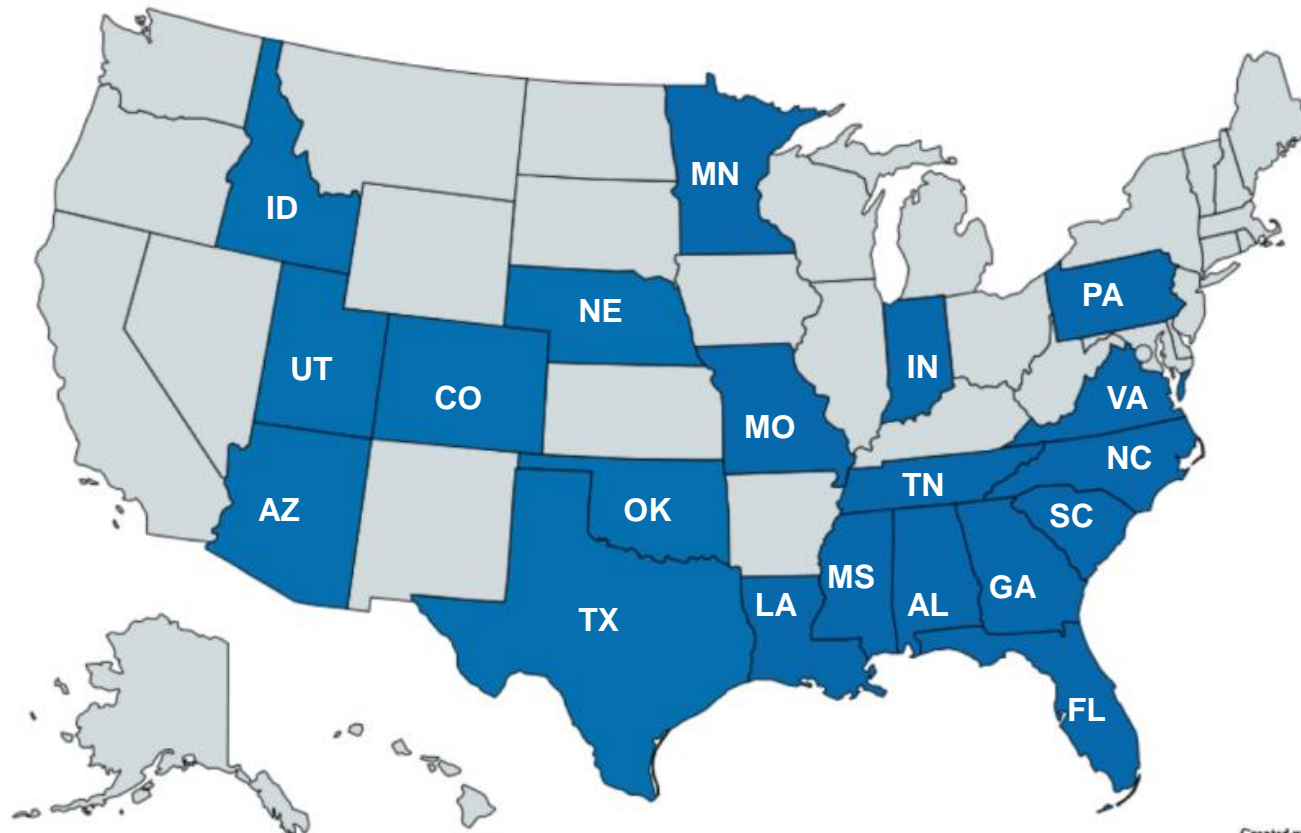
E-Verify is not...

- ...a system that provides immigration status
- ...used for prescreening
- ...a safe harbor from worksite enforcement

Why use E-Verify?

- Ensures a legal workforce
- Protects jobs for authorized workers
- Deters document and identity fraud
- Works seamlessly with Form I-9

State E-Verify Requirements



Enacted
legislation
requiring
mandatory use of
E-Verify that may
include most
employers,
various public
entities /
contractors

Created with mapchart.net ®

New Form I-9

USCIS will publish the revised Form I-9, Employment Eligibility Verification form by November 22, 2016.

- Employers may continue to use the current version (03-08-2013 N) until January 21, 2017.
- After January 21, all previous Form I-9 versions will be invalid.
- Additional information about the upcoming Form I-9 changes will be provided in our November I-9 webinars.
- For more information, visit the [I-9 Central website](#).

I-9 Process with E-Verify

I-9 Process	I-9 Process with E-Verify
Employee completes Form I-9, Section 1.	<ul style="list-style-type: none"> Employee must include SSN when completing Form I-9, Section 1. If the employee has not been issued his SSN, complete Form I-9 as usual and attach a memo to Form I-9 indicating the reason for the delay in creating the case in E-Verify. If employee provides email address, employer MUST enter it into E-Verify.
Employee chooses which acceptable document(s) to present.	<ul style="list-style-type: none"> Employee chooses which acceptable document(s) to present. If a List B document is chosen, it MUST contain a photograph. If an employee chooses to provide a photo matching document, the employer must make a photo copy and retain with the Form I-9.
Employer completes Form I-9, Section 2.	<ul style="list-style-type: none"> Employer completes Form I-9 Section 2.
If necessary, employer updates or re-verifies employee's work eligibility in Section 3.	<ul style="list-style-type: none"> E-Verify Case Status will prompt employer to update or reverify in Section 3 or Form I-9. However, a case should NOT be created in E-Verify.

NOTE: All documents must be unexpired. Names should appear on Form I-9 exactly as they appear on documents. No nicknames should be used.

**Please respond to the poll question
that will pop up on your screen.**



How to Enroll

Official Website of the Department of Homeland Security

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FORMS NEWS CITIZENSHIP U.S. Citizenship and Immigration Services

GREEN CARD TOOLS LAWS

Home > E-Verify

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E-Verify

What is E-Verify?

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment.

Enroll in E-Verify

E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce.

About the Program

E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce.

E-Verify Webinars

Customer Support

For Employers

For Employees

For Federal Contractors

Publications

Questions and Answers

Start Here

E-Verify (Verification Information System)

- Enroll in E-Verify
- Log in to E-Verify
- E-Verify Employer Agent Log in

USCIS Links

What is E-Verify?

A fast, easy way to maintain a legal workforce.

Enroll

About

Enroll in E-Verify

Resources to Get Started

What's New

Read the latest news about E-Verify and Form I-9

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GREEN CARD TOOLS LAWS

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E-Verify Enrollment Page

What is E-Verify?

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For Federal Contractors

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Questions and Answers

ENROLL NOW!

A Fast, Easy Way to Maintain a Legal Workforce

- Quickly verify any new employee's work eligibility
- E-Verify helps you maintain a legal workforce
- It's easy to learn and implement

Before You Enroll

Questions before enrolling? Find your answers here:

Start Here

E-Verify (Verification Information System)

- Enroll in E-Verify
- Log in to E-Verify
- E-Verify Employer Agent Log in

USCIS Links

- NEW Employees Rights Interactive Online Quiz
- I-9 Central
- E-Verify Self Check
- myE-Verify
- Systematic Alien Verification for Entitlements (SAVE)
- Contact E-Verify
- Form I-9 Employee Information Sheet (110 KB PDF)
- Trademark and Logo Usage Guidelines
- Leave Feedback

E-Verify Multimedia

- Employee Rights Toolkit
- Video: Employee Rights and Responsibilities (Short Version)

Required Posters – Must Be Visible to Prospective Employees

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS.

888-897-7781

www.dhs.gov/E-Verify

NOTICE:
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-Verify is a service of DHS and SSA.
The E-Verify logo and seal are registered trademarks of Department of Homeland Security. Other words and/or slogans are trademarks of their respective owners.

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.
- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:
Phone: 1-800-255-7688 or
(202) 616-5594
For the hearing impaired:
TTY 1-800-237-2515 or
(202) 616-5525

E-mail: oscrt@usdoj.gov

Or write to:
U.S. Department of Justice – CRT
Office of Special Counsel – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

U.S. Department of Justice
Civil Rights Division

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices



www.justice.gov/crt/about/osc

How does E-Verify work?

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which documents they will accept from an employee. The refusal to hire an individual because the documentation presented fails a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employers must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before providing work offer.)

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ Other Names (Last, if any) _____

Address (Street Number and Name) _____ Apt. Number _____ City or Town _____ State _____ Zip Code _____

Date of Birth (mm/dd/yyyy) _____ U.S. Social Security Number _____ E-mail Address _____ Telephone Number _____

I am aware that federal law provides for immigration and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States.

☐ A non-citizen national of the United States (See instructions).

☐ A lawful permanent resident (Alien Registration Number/USCIS Number) _____

☐ An alien authorized to work until expiration date, if applicable, (mm/dd/yyyy) _____. Some aliens may only "N/A" in this field. (See instructions).

For aliens authorized to work, provide your Alien Registration Number/USCIS Number. OR Form I-94 Admission Number.

OR

1. Alien Registration Number/USCIS Number _____

OR

2. Form I-94 Admission Number _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number _____

Country of Issuance _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions).

Signature of Employee _____ Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Date (mm/dd/yyyy) _____

Last Name (Family Name) _____ First Name (Given Name) _____

Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy) _____

Last Name (Family Name) _____ First Name (Given Name) _____

Employer's Business or Organization Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

Employer's Business or Organization Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

Section 3. Reverification and Rehire (To be completed and signed by employer or authorized representative.)

A. New Name of appointee: Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ B. Date of Rehire of appointee (mm/dd/yyyy) _____

C. If an employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C. The employee must present that document when employment authorization is re-examined.

Document Title _____ Document Number _____ Expiration Date (if applicable) (mm/dd/yyyy) _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) have been examined and appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy) _____ First Name of Employer or Authorized Representative _____



Employment
Authorized

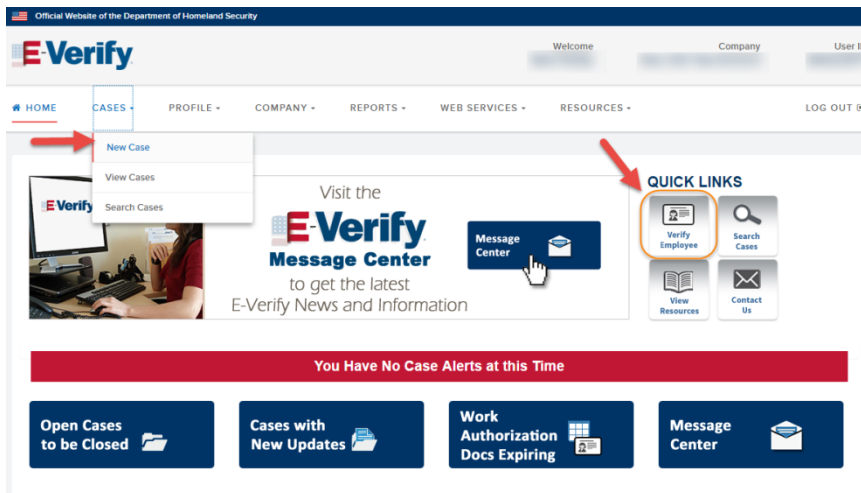
TNC

DHS
Verification
in Process

Creating an E-Verify Case

Click on “New Case” or “Verify Employee”

From Section 1 of the employee's Form I-9,
provide employee biographic information



Official Website of the Department of Homeland Security

E-Verify

Welcome [User ID] Company [Company]

HOME CASES PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT

New Case
View Cases
Search Cases

Visit the **E-Verify Message Center** to get the latest E-Verify News and Information

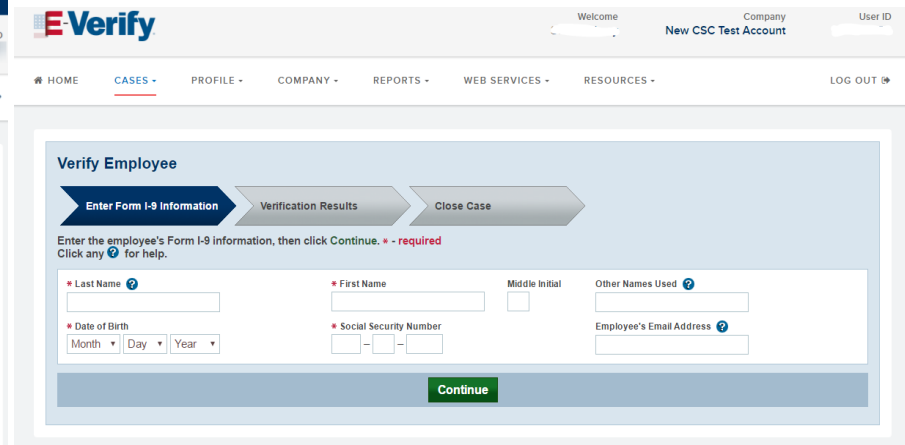
Message Center

QUICK LINKS

Verify Employee
Search Cases
View Resources
Contact Us

You Have No Case Alerts at this Time

Open Cases to be Closed
Cases with New Updates
Work Authorization Docs Expiring
Message Center



E-Verify

Welcome [User ID] Company [Company] New CSC Test Account

HOME CASES PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT

Verify Employee

Enter Form I-9 Information → Verification Results → Close Case

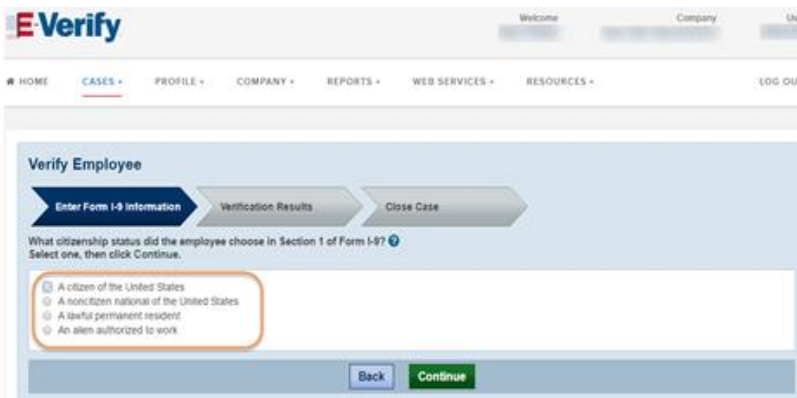
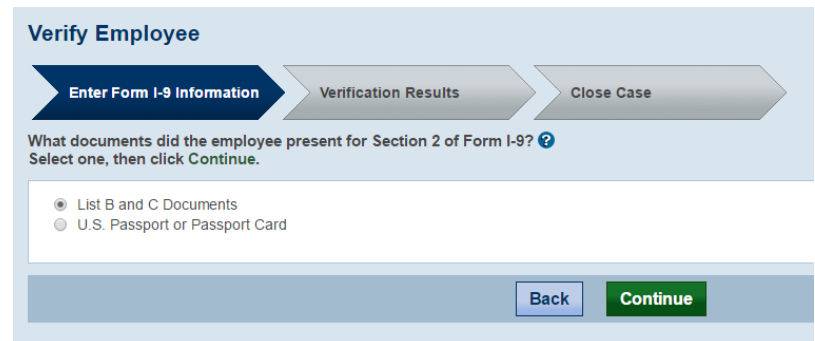
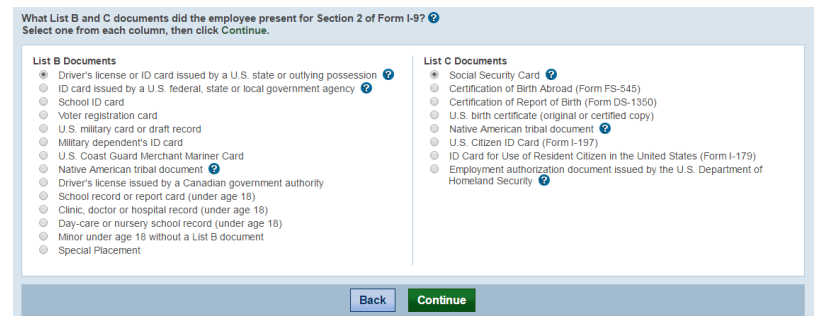
Enter the employee's Form I-9 information, then click Continue. * - required
Click any ? for help.

* Last Name [Field] * First Name [Field] Middle Initial [Field] Other Names Used [Field]
* Date of Birth [Month] [Day] [Year] * Social Security Number [Field] [Field] [Field] Employee's Email Address [Field]

Continue

Creating a Case (con't)

Select employee's citizenship status and documents from Form I-9 Section 1

List B Documents

- ☒ Driver's license or ID card issued by a U.S. state or outlying possession
- ☐ ID card issued by a U.S. federal, state or local government agency
- ☐ School ID card
- ☐ Voter registration card
- ☐ U.S. military card or draft record
- ☐ Military dependent's ID card
- ☐ U.S. Coast Guard Merchant Mariner Card
- ☐ Native American tribal document
- ☐ Driver's license issued by a Canadian government authority
- ☐ School record or report card (under age 18)
- ☐ Clinic, doctor or hospital record (under age 18)
- ☐ Day-care or nursery school record (under age 18)
- ☐ Minor under age 18 without a List B document
- ☐ Special Placement

List C Documents

- ☒ Social Security Card
- ☐ Certification of Birth Abroad (Form FS-545)
- ☐ Certification of Report of Birth (Form DS-1350)
- ☐ U.S. birth certificate (original or certified copy)
- ☐ Native American tribal document
- ☐ U.S. Citizen ID Card (Form I-197)
- ☐ ID Card for Use of Resident Citizen in the United States (Form I-179)
- ☐ Employment authorization document issued by the U.S. Department of Homeland Security

Initial Results

Initial verification will return one of three results in just seconds.

Employment Authorized	Tentative Nonconfirmation	DHS Verification in Process
The employee is authorized to work.	There is an information mismatch.	DHS will usually respond within 24 hours with either: Employment Authorized or DHS Tentative Nonconfirmation

Case Results/Closing a Case

Employer Action

- Record Case Verification Number on Form I-9 and/or print out the case details and attach to Form I-9
- Ensure the information in E-Verify matches the employee's Form I-9


Official Website of the Department of Homeland Security

E-Verify Welcome Company User ID


HOME CASES PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT

Verify Employee Employee Name Case Verification Number 2016257140917KT [View/Print Case Details](#)

Enter Form I-9 Information Verification Results Close Case

Employment Eligibility:
 **Employment Authorized**
 is authorized to work in the United States. To complete the verification process, click [Close Case](#).

Last Name	First Name	Middle Initial	Other Names Used
Date of Birth	Social Security Number		Employee's Email Address
Citizenship Status A citizen of the United States	Document Type Driver's license or ID card issued by a U.S. state or outlying possession	Document Name Driver's license	Document State Nebraska
Document Number	Document Expiration Date		
Hire Date September 13, 2016	Employer Case ID		
Submitted By	Submitted On September 13, 2016		

 **Close Case**

What is a Tentative Nonconfirmation (TNC)?

- A TNC means that information from an employee's Form I-9 did not match government databases.
- Note: It may not mean an employee is unauthorized to work or is present in the United States unlawfully. There are legitimate reasons why an employee may receive this result.
- Common reasons for TNCs:
 - Social Security number (SSN) does not match
 - Identification document could not be verified
 - Citizenship or immigration status changed
 - Name change was not reported
 - Name entered on I-9 is different than recorded in government databases
 - Information was not entered correctly in E-Verify



TNC

E-Verify
Employment Eligibility Verification

Welcome [User Name]

User ID [User ID]

Last Login 11:15 AM - 02/24/2014 [Log Out](#)

[Click any ? for help](#)
[Home](#)
My Cases
[New Case](#)
[View Cases](#)
[Search Cases](#)
My Profile
[Edit Profile](#)
[Change Password](#)
[Change Security Questions](#)
My Company
[Edit Company Profile](#)
[Add New User](#)
[View Existing Users](#)
[Close Company Account](#)
My Reports
[View Reports](#)
My Web Services
[Manage Web Services](#)
My Resources
[View Essential Resources](#)
[Take Tutorial](#)
[View User Manual](#)
[Share Ideas](#)
[Contact Us](#)

Verify Employee

Employee Name: Smith, Bill Case Verification Number: 2014055122742JH [View/Print Case Details](#)

[Enter Form I-9 Information](#)
[Verification Results](#)
[Close Case](#)

Employment Eligibility:

⚠ SSA Tentative Nonconfirmation (TNC) ?

TNC Process

Review the SSA TNC Further Action Notice with the employee. Follow the steps listed below.

- Print the SSA TNC Further Action Notice.

SSA TNC Further Action Notice ? Choose which language to print

English [v] [Print Notice](#)
- Review the SSA TNC Further Action Notice privately with the employee. Ensure that you and the employee sign and date the SSA TNC Further Action Notice.
- Indicate that the employee has been notified by selecting the check box below.

Confirm Employee Notification

☐ I have notified this employee of the TNC.
- If the employee:
 - Chose to CONTEST the SSA TNC, click **Refer Case**.
 - Chose to NOT CONTEST the SSA TNC, click **Close Case**.

If you created this case in error or no longer need to continue this verification, click [Close Case](#).

To return to this case at a later time, click [Save Case and Exit](#).

[Close Case](#)
[Save Case and Exit](#)
[Refer Case](#)

Check Status of a TNC

Official Website of the Department of Homeland Security



Welcome

Company

User ID

HOME

CASES

PROFILE

COMPANY

REPORTS

WEB SERVICES

RESOURCES

LOG OUT



Visit the
E-Verify
Message Center
to get the latest
E-Verify News and Information

Message
Center



QUICK LINKS



Verify
Employee



Search
Cases



View
Resources



Contact
Us

You Have No Case Alerts at this Time

Open Cases
to be Closed



Cases with
New Updates



Work
Authorization
Docs Expiring



Message
Center



Employer Responsibilities

- Employers must not:
 - Use E-Verify to pre-screen employment applicants
 - Use E-Verify selectively; E-Verify must be used for all new hires
 - Influence or coerce an employee's decision whether to contest a TNC
 - Terminate or take adverse action against an employee who is contesting a TNC
 - Ask for additional documentation after obtaining a TNC for an employee



**Follow all the rules and
guidelines outlined in
the E-Verify
Memorandum of
Understanding**

Features

myE-Verify

- FREE online service that allows employees to protect their identity, confirm employment eligibility, and follow their E-Verify case. <http://www.uscis.gov/mye-verify>

Photo Match

- Allows you to match the photo on a document to the photo that DHS has on file for that employee

E-Verify Employers Search Tool

- Search database of employers who actively use E-Verify

E-Verify Connection

- **Subscribe** to e-Newsletter, ***E-Verify Connection***, to receive updates on E-Verify, Form I-9 and more

Follow E-Verify on Twitter:



@Everify

Like USCIS on Facebook:



Office of Special Counsel (OSC)

The anti-discrimination provisions of the INA are enforced by:

Department of Justice

Civil Rights Division

Office of Special Counsel for

Immigration Related Unfair Employment Practices



- Employees may contact the [Office of Special Counsel \(OSC\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities*

1-800-255-7688 (TDD: 1-800-616-5525)

- Employers may also contact OSC*

1-800-255-8155 (TDD: 1-800-362-2735)

*callers may remain anonymous

See [OSC's "Employer Dos and Don'ts."](#)

Customer Service

E-Verify received the highest rating for customer service of all federal agencies.

(2013 American Customer Satisfaction Survey)

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: I-9Central@dhs.gov**
- **E-Verify E-Mail: E-Verify@dhs.gov**
- **Form I-9 Website: www.uscis.gov/I-9Central**
- **E-Verify Website: www.dhs.gov/E-Verify**

Disclaimer

Immigration law can be complex and it is not possible to describe every aspect of the process.

This presentation provides basic information to help you become generally familiar with rules and procedures.

For more information on the law and regulations please see our Web site: www.dhs.gov/E-Verify.

Feedback COMMENTS ON OUR WEBINAR?

Send to:

E-VerifyOutreach@uscis.dhs.gov

***Include date, time and topic of the webinar**

THANK YOU!

www.dhs.gov/E-Verify